



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Records Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Case Files

CUTOFF: Case is closed

DESCRIPTION: Criminal history record information that contains arrest, prosecution, court, sentencing, correction information. These records may be destroyed because of court order, death of subject, or age.

RETENTION: Years: 95 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21385

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Criminal Justice Information Systems (CJIS) Newsletter

CUTOFF:EOCY

DESCRIPTION: The CJIS Newsletter is a quarterly publication, which provides the law enforcement community with pertinent changes/additions to the current MULES/NCIC system, UCR Program, and criminal history updates. These newsletters are used in part as a permanent reference guide for MULES users.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21390

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Digitized Fingerprints

CUTOFF:LSAD

DESCRIPTION: An electronic, digital copy of a persons fingerprints which are contained in the Automated Fingerprint Imaging System (AFIS) database.

RETENTION: Years: 95 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21384

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Records Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Disaster Recovery Plan

CUTOFF: WSO

DESCRIPTION: An emergency plan outlining what the Division will do and how it will operate if our building was inaccessible due to natural or manmade disasters.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21379

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Electronic Criminal History System

CUTOFF: LSAD

DESCRIPTION: A database containing electronic data of an individuals criminal history. Criminal history is fingerprint based and includes arrest, prosecution, court and corrections information.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21386

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Equipment Manuals and Warranties

CUTOFF: LSAD

DESCRIPTION: Manuals and warranty information on equipment purchased and used in Criminal Records Identification Division (CRID).

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21382

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Records Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Equipment Specifications

CUTOFF:LS

DESCRIPTION: Documents containing specifications for equipment in the Criminal Records Identification Division (CRID).

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21381

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Federal Grant Files

CUTOFF:End of Grant

DESCRIPTION: Printed copies of grant solicitations, grant applications, grant awards, revisions, progress reports, invoices, financial reconciliation, monitoring reports, electronic spreadsheets and electronic versions of grant applications, revisions, progress, and financial and monitoring reports. Copies of federal and state statutes regarding grants and OMB circulars regarding grants management.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21377

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Financial Transaction Documents

CUTOFF:EOSFY

DESCRIPTION: Fees received for criminal records checks including logs, requests for copies of checks, transmittals, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21376

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Records Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Fingerprints

CUTOFF:EOCY

DESCRIPTION: Impression of the ridges on a person's fingers. Includes master fingerprints, subsequent fingerprints, applicant fingerprints, sex offender fingerprints, juvenile fingerprints, and palm prints.

RETENTION: Years: 95 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21383

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Information Migration Plan

CUTOFF:WSO

DESCRIPTION: A plan for the migration of applications that are currently classified as legacy applications, applications that are written in and operate on older technology, to move from the older technology to newer technology.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21378

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Missouri Uniform Law Enforcement System (MULES) - User Agreements

CUTOFF:WSO

DESCRIPTION: The MULES user agency agreements define roles and responsibilities between the Patrol and the user agency to ensure that all facets of the MULES system are accounted for.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21388

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Records Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Missouri Uniform Law Enforcement System (MULES) - Validations

CUTOFF: WSO

DESCRIPTION: The MULES validation process is to ensure that every record (wanted, missing, and stolen entries) into the MULES/NCIC system is kept up to date and still valid.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21389

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Security Data Backup Plan

CUTOFF: LS

DESCRIPTION: A plan for the backup of user and agency security information contained in database and paper documents. Plan would be utilized to restore security to the Criminal Records Division computerized applications in the case of disaster or inadvertent destruction.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21380

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Uniform Crime Reports (UCR) in Electronic Format

CUTOFF: EOCY

DESCRIPTION: Monthly reports submitted by law enforcement agencies showing a statistical summary of crime activity occurring within their jurisdiction. A electronic, statistical history of the crime activity reported by law enforcement agencies which is maintained in the UCR database. Maintained on-site in support of ongoing agency business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21387

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007